

# Bodily Fluid Spill Cleanup SOP

|                |                    |
|----------------|--------------------|
| Document no.   | SOP-CLN-010        |
| Revision       | 1.0                |
| Owner          | Safety Coordinator |
| Effective date | September 15, 2026 |
| Review cycle   | Every 12 months    |

## 1. Purpose

To protect crews and building occupants from exposure to bloodborne pathogens by containing, disinfecting and disposing of bodily fluid spills correctly.

## 2. Scope

Applies to contract cleaning crews responding to bodily fluid spills such as blood, vomit or urine in commercial buildings. Routine restroom and floor cleaning are covered by separate SOPs.

### Definitions

|                     |                                                                                                                                |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------|
| Bloodborne pathogen | A disease-causing organism that can be carried in blood or certain other body fluids.                                          |
| Spill kit           | A ready-made kit with PPE, absorbent material, disinfectant and biohazard bags for cleaning a bodily fluid spill.              |
| Biohazard waste     | Waste contaminated with bodily fluids that must be bagged and disposed of separately from regular trash per local regulations. |

## 3. Responsibilities

|                     |                                                                                                       |
|---------------------|-------------------------------------------------------------------------------------------------------|
| Cleaning Technician | Contains and cleans the spill using the spill kit and reports the incident once complete.             |
| Site Supervisor     | Confirms the area is closed off, checks the cleanup is complete, and arranges biohazard waste pickup. |
| Safety Coordinator  | Trains crews on bloodborne pathogen exposure control and reviews incident reports.                    |

### RACI matrix

| Activity                         | Cleaning Technician | Site Supervisor | Safety Coordinator |
|----------------------------------|---------------------|-----------------|--------------------|
| Close off the spill area         | R                   | A               | I                  |
| Clean and disinfect the spill    | R                   | A               | I                  |
| Dispose of biohazard waste       | R                   | A               | C                  |
| Review exposure incident reports | I                   | C               | R/A                |

R = Responsible, A = Accountable, C = Consulted, I = Informed

## 4. Materials and PPE

### Materials, tools and systems

- Bodily fluid spill kit
- Absorbent powder or granules
- Approved disinfectant labeled for bloodborne pathogens
- Biohazard bags and ties
- Wet floor or caution signage
- Incident report form

### Personal protective equipment

- Disposable nitrile gloves, double-gloved
- Eye and face protection
- Fluid-resistant gown or apron
- Shoe covers

## 5. Procedure

| Step | Task                                                                                                                                                                                                                                                                                      | Owner               | Done                     |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------------|
| 5.1  | <b>Secure the area</b><br>Place caution signage and, where possible, physical barriers around the spill to keep people away, and stop foot traffic through the area immediately.<br><b>Checkpoint:</b> No one crosses the spill area before it is fully secured with signage or barriers. | Cleaning Technician | <input type="checkbox"/> |
| 5.2  | <b>Get the spill kit and put on PPE</b><br>Retrieve the bodily fluid spill kit and put on double gloves, eye and face protection, and a fluid-resistant gown before approaching the spill.<br><b>Warning:</b> Never touch a bodily fluid spill without full PPE, even for a small amount. | Cleaning Technician | <input type="checkbox"/> |
| 5.3  | <b>Assess the spill</b><br>Check the size of the spill and whether any sharps, such as broken glass or needles, are present before starting cleanup.<br><b>Warning:</b> If sharps are present, use the tongs or scoop from the spill kit; never pick them up by hand.                     | Cleaning Technician | <input type="checkbox"/> |
| 5.4  | <b>Contain and absorb the spill</b><br>Cover the spill with absorbent powder or granules from the kit and let it solidify per the product's instructions before removal.                                                                                                                  | Cleaning Technician | <input type="checkbox"/> |
| 5.5  | <b>Remove solidified material</b><br>Scoop the solidified material into a biohazard bag using the scraper provided in the kit, without touching it directly.                                                                                                                              | Cleaning Technician | <input type="checkbox"/> |
| 5.6  | <b>Disinfect the area</b><br>Apply the approved disinfectant to the entire affected area and surrounding surfaces, holding the dwell time stated on the product label.<br><b>Checkpoint:</b> The disinfected area stays visibly wet for the full dwell time on the product label.         | Cleaning Technician | <input type="checkbox"/> |
| 5.7  | <b>Wipe and rinse the surface</b><br>Wipe the disinfected area clean with disposable cloths, then rinse with water if the surface or flooring requires it.                                                                                                                                | Cleaning Technician | <input type="checkbox"/> |

| Step | Task                                                                                                                                                                                                                                                                                                                              | Owner               | Done                     |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------------|
| 5.8  | <b>Bag contaminated materials</b><br>Place all used cloths, absorbent material and disposable PPE into the biohazard bag and seal it securely.                                                                                                                                                                                    | Cleaning Technician | <input type="checkbox"/> |
| 5.9  | <b>Remove PPE safely</b><br>Remove gloves, gown and eye protection in the order set out in the spill kit instructions to avoid touching contaminated surfaces, then wash hands thoroughly.<br><b>Warning:</b> Wash your hands with soap and water immediately after removing PPE, even if gloves showed no visible contamination. | Cleaning Technician | <input type="checkbox"/> |
| 5.10 | <b>Dispose of biohazard waste correctly</b><br>Place the sealed biohazard bag in the designated biohazard waste container or arrange pickup, following the site's disposal procedure and any local regulations.                                                                                                                   | Site Supervisor     | <input type="checkbox"/> |
| 5.11 | <b>Complete the incident report</b><br>Fill out the incident report with the date, time, location, type of spill and who responded, and submit it to the safety coordinator.                                                                                                                                                      | Cleaning Technician | <input type="checkbox"/> |
| 5.12 | <b>Restock the spill kit</b><br>Check the spill kit contents used during the response and restock it so it is ready for the next incident.                                                                                                                                                                                        | Site Supervisor     | <input type="checkbox"/> |

## 6. Quality checks

- The affected area is disinfected for the full dwell time before being reopened.
- All contaminated materials are bagged as biohazard waste, not regular trash.
- PPE is removed in the correct order and hands are washed immediately after.
- An incident report is completed for every bodily fluid spill response.

## 7. Records

- Incident report form
- Spill kit restock log
- Bloodborne pathogen exposure control training records

## 8. KPIs

- Time from spill report to area being secured
- Percentage of incidents with a completed incident report
- Spill kit availability across sites
- Exposure incidents involving cleaning staff

## 9. Common mistakes

- Cleaning a spill without full PPE because it looks small.
- Picking up broken glass or sharps by hand instead of using tools from the kit.
- Disposing of contaminated material in regular trash instead of a biohazard bag.
- Skipping the incident report after handling a spill.

## 10. Revision history

| Revision | Date | Description | Reviewed by |
|----------|------|-------------|-------------|
|----------|------|-------------|-------------|

| Revision | Date               | Description     | Reviewed by  |
|----------|--------------------|-----------------|--------------|
| 1.0      | September 15, 2026 | Initial release | Alexa Uskova |

Approval

| Prepared by | Approved by | Date |
|-------------|-------------|------|
|             |             |      |

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